

Joint Administration Committee/Labor Relations & Employee Services Committee
May 9, 2017
Minutes

Committee members present: Chairman David Hintz, Billy Fried, Robb Jensen and Ted Cushing.
Bob Mott was absent.

Others present: Tracy Hartman (County Clerk), Darcy Smith (Finance), Kris Ostermann (Treasurer), Jack Flint (ITS), Bill Freudenberg, Dianne Jacobson.

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in the County Board Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Cushing/Fried to approve today's agenda with the order of items at the Chair's discretion. All ayes. Motion carried.

Approve minutes: Motion by Cushing/Jensen to approve the minutes of 4/6/2017 as presented. All ayes. Motion carried.

Out-of-state/county travel requests:

Health Department: Kyla Waksmonski to facilitate workshop at the Public Health Improvement Training Conference in Albuquerque, NM – Linda Conlon was present and reported that Kyla, Health Educator, was asked to speak at a training and conduct a workshop on some of the processes that are used in the Oneida County Office. The cost is \$1664 and is covered by a grant. Motion by Cushing/Jensen to approve the out of state travel for Kyla Waksmonski.

Treasurer's Office: WI County Treasurers Association Conference – June – LaCrosse, WI Ostermann reported that she would like to attend the main WI County Treasurers Association conference in June and the big positive is that they will get to speak with the Department of Revenue regarding issues/questions they have. Motion by Jensen/Cushing to approve the out of county travel request as presented by the treasurer for the LaCrosse Conference.

Treasurer's Office: District 4 Spring Meeting of County Treasurers – May 18 – Menominee County Motion by Jensen/Cushing to approve the treasurer to attend the District 4 meetings for all of 2017. All aye. Motion carried.

Vouchers, reports, purchase orders, line item transfers and updates:

ITS:

- Flint explained his vouchers. Motion by Cushing/Fried to approve the ITS vouchers/purchase orders as presented. Fried questioned what the maintenance for New World covers. Flint stated that this covers bug fixes, software update, help desk, etc. All aye. Motion carried.
- Flint presented line item transfers that have been reviewed/approved by Finance. Smith explained that these are 2016 carry forwards that were spent in 2017. Motion by Cushing/Jensen to approve the line item transfers as presented by Flint. All aye. Motion carried.
- ITS Status Update: Flint reported that they will be moving the file servers this weekend and this will disrupt the process. Flint stated that they have been notifying departments and trying to make the process as easy as possible. They are replacing 2 file servers with a better server

and a backup server. Fried commended Flint for some of the positive feedback he has been receiving from Planning and Zoning. Fried also reported that he has been hearing a lot of request for scanning services from various departments and wondered if this should be addressed through ITS. Hintz stated that scanning should be included on a future agenda.

County Clerk:

- Motion by Cushing/Fried to approve County Clerk vouchers as presented. All ayes. Motion carried.

Treasurer:

US Bank Services Agreement:

Ostermann reported that Brian Desmond has expressed concern with lines 5-10. Desmond felt that lines 5-10 didn't pertain to Oneida County and should be stricken. Ostermann explained what this account is used for. Motion by Cushing/Fried to authorize the treasurer to enter into the US Bank Services Agreement. Fried stated he agrees with approving this contract this year, however, he would like this looked at next year to see if some changes can be made to address some of these concerns. All aye. Motion carried.

- March and April statement(s) of cash: Ostermann presented and explained the statement of cash reports for the months of March and April. Motion by Cushing/Hintz to show receipt of the April and March statement of cash accounts. All aye. Motion carried.

Finance:

- Smith explained the vouchers. Motion by Cushing/Fried to approve Finance vouchers as presented. All ayes. Motion carried.
- General Investments Report: Smith presented and explained the report to the committee.
- 2017 Contingency Budget: Smith explained the report and explained the transfers from the contingency budget. Discussion regarding whether contingency requests should be brought before the committee throughout the year or wait until the end of the year so only requests not covered by a departments budget need to be addressed.
- Contingency Transfer for Land Conservation – Squash Lake
Smith explained that the \$362 request from Planning and Zoning is to pay for a court reporter for the Squash Lake District. Motion Cushing/Jensen to approve the contingency transfer request for the Squash Lake District Petition. All aye. Motion carried.
- Contingency Transfer for Planning and Zoning – Additional Hours for Staff
Motion by Jensen/Fried to approve the contingency transfer for the additional staff hours for an amount not to exceed \$7177. All aye. Motion carried.
- Capital Improvements Program Projects Update
Smith handed out and explained the CIP Project update report. The report lists the project, department, project year, original project cost and if it was completed within the budget. Discussion regarding the CIP report and projects being completed.
- 2018 Budget Dates and Guidelines
Smith explained the 2018 budget dates and stated that this is a working document and will change but gives some guidelines of when items need to be completed. Smith would like to come back next month with a draft letter that will be sent to department heads from the Administration Committee with budget guidelines. Discussion regarding budget meetings and holding them the first or second week in October.

2018 Capital Improvements Program (CIP) Committee:

Hintz explained his vision for the CIP Committee and that it would remain the same for 2017 and that it has been very helpful. Smith would like to see the CIP committee meet within the next month or so. She would like to see that committee have that ability to sign off on the final expense and bring that back to the Administration committee. Jensen stated that he would like to continue his role on the CIP Committee. Discussion regarding the committee and how it will be run.

Resolution Format:

Hintz explained that Smith approached him regarding adding a title to resolutions. Smith explained that this would be a brief description regarding what the resolution involves. Discussion regarding this and consensus on the committee that titles are appropriate for resolutions.

Resolution to continue funding the Community Development Block Grant (CDBG) – Housing Program in the Federal Budget:

Motion by Cushing/Fried to approve the resolution to continue funding the CDBG and forward it to the County Board for approval. Jensen questioned the resolution and where this resolution goes and the purpose of these resolutions. All aye. Motion carried.

Resolution authorizing the request for legal loss prevention services coverage from the Wisconsin County Mutual Insurance Corporation and updating the County Designee:

Motion by Jensen/Fried to approve the resolution and forward it on to the full county board for approval. All aye. Motion carried.

Standard Agenda Format:

Hartman worked on the standard agenda and created instructions for departments. Jensen stated that some committees also use a consent agenda and it has greatly reduced time spent on some of these items. Hintz would like to see an example of the standard agenda in use.

Public comment:

None

Dates and items for future agenda/meetings. June 12th at 9:30 a.m. Preliminary Budget meetings, voucher approval process, budget discussion, and budget guidelines.

Adjournment. Motion by Cushing/Jensen to adjourn at 11:49 a.m.

Respectfully submitted,

Tracy Hartman, County Clerk

Dave Hintz, Chairman